Magnetic Tape Specifications:
Annual W-2 Copy B Information

CODE RE — Employer Record

Location	Field	Length	Specification
1–2	Record Identifier	2	Constant "RE"
3–6	Tax Year	4	Enter the tax year for this report
8–16	FEIN	9	Enter the FEIN entered on Form MO-941
40–96	Employer Name	57	Enter employer's name. Left justify and fill with blanks.
97–118	Street Address	22	Enter the employer's street address. Left justify and fill with blanks.
141–162	City	22	Enter the employer's city. Left justify and fill with blanks.
163–164	State Abbreviation	2	Enter the employer's state by standard postal abbreviation. (Missouri = MO)
165–169	Zip Code	5	Enter the employer's five-digit zip code.
170–173	Zip Code Extension	4	Enter the employer's four-digit extension of the zip code. If not applicable, fill with blanks.

CODE RS — State Record (Employee Information)

Location	Field	Length	Specification
1–2	Record Identifier	2	Constant "RS"
3–4	State Code	2	Enter the appropriate numeric postal code. Missouri = 29
10–18	Social Security Number	9	Enter the employee's social security number. If unknown, enter all zeroes. Omit hyphens and spaces.
19–33	Employee First Name	15	Enter the employee's first name. Left justify and fill with blanks.
34–48	Employee Middle Name or Initial	15	Enter the employee's middle name or initial. Left justify and fill with blanks.
49–68	Employee Last Name	20	Enter the employee's last name. Left justify and fill with blanks.
248–267	State Employer Account Number	20	Enter the eight-digit Missouri Employer Withholding Tax Number. Left justify and fill with blanks.
276–286	State Taxable Wages	11	Enter state taxable wages in dollars and cents. Do not enter a decimal point. Right justify and fill with zeroes.
287–297	State Incomes Tax Withheld	11	Enter state income tax withheld in dollars and cents. Do not enter a decimal point. Right justify and fill with zeroes.